

JJS Policies and Procedures Calendar

Policies and Procedures are to be reviewed by all staff each year under the direction of the supervisor. This calendar aids management and staff in accomplishing that effort. All Policies and Procedures may not relate to your specific job duties. However, you are responsible to know and follow all JJS and DHS policies.

January	February	March	April	May	June
Administrative - Personnel	Training - Training Directives	Juvenile Treatment - Programming	Client Rights	Safety, Security, Supervision	Safety, Security, Supervision (cont)
01-01 Development, Coordination, and Approval of Policies	02-01 New Staff Training	03-01 Plethysmograph	04-01 Rights - Responsibilities of Juveniles	05-01 Warrants	05-09 Evidence
01-02 Code of Ethics	02-02 Instructor Certification	03-02 Polygraph with Sex Offenders	04-02 Religious Programs	05-02 Searches of Person, Room, State Vehicles	05-10 Contraband
01-03 Volunteers and Donations	02-03 Annual Training	03-03 Detention Intake Screening	04-03 Resident Mail	05-03 Suicide Prevention	05-11 Juveniles as Informants or Decoys
01-04 Research, Evaluation & Planning	*09-08 Training	03-04 Restitution, Fines, Work Hours	04-04 Telephone Access	05-04 Transportation	05-14 Requests by Law Enforcement
01-05 Legal Assistance	*09-09 Training/Basic Academy	03-06 Informed Consent	04-05 Juvenile Property Control	05-05 Use of Isolation	05-15 Incident Reports
01-06 Incentive Awards	*09-10 Training Clarification	03-07 Highway Clean-up	04-06 Visitation Policy	05-06 Use of Restraints	05-16 Facility Access
01-07 Operation Manuals		03-08 Water Activities	04-07 Safety and Health Standards	05-07 Use of Force	05-17 Specialized Medical or Mental Health Intervention
01-08 Criminal Record Check			04-08 Grievance Policy	05-08 Staff Supervision and Monitoring	05-18 Law Enforcement Involvement
01-09 Dress Code					
01-11 Community Relations					

July	August	September	October	November	December
Juvenile Records / Medical Services	Youth Parole Authority	JJS Directives	DHS Directives	DHS - Select Policies	DHS - Select Policies
06-01 Program & Facility Juvenile Records	08-01 Annual Review of YPA Policy and Procedure	*09-02 Conflict of Interest	10-01 Mileage Reimbursement	DHS 1-1 Legal Proceedings Procedure	DHS 1-12 Appropriate Vehicle Use
06-02 Permanent Files	08-02 YPA Case Files	*09-03 Emoluments	10-02 Budget Restrictions	DHS 1-10 Institutional Review Board Policies	DHS 2-15- Overtime and Excess Hours
06-03 Information Transfer	08-03 Youth Parole Hearings	*09-04 Incentive Awards	10-03 Training & Conferences	DHS 1-6 Public Information Policy	DHS 3-3- Reporting Medicaid and Other Fraud
07-01 Non-Emergency Medical Dental Services	08-04 Release Criteria	*09-05 JJS Logo Use	10-04 Retreat & Conferences	DHS 2-10- Unlawful Harassment	DHS 6-4- Appropriate IT Use
07-02 Emergency Medical	08-05 Individual Hearings	*09-11 Personal Cell Phones		DHS 2-13- Workplace Violence	
07-03 Medications and Pharmaceuticals	08-06 Conditions of Parole			DHS 2-14- Domestic Violence Prevention	
07-04 Medical and Dental Records	08-07 Warrants of Retake				

*Note: JJS Directives (reference 09-XX) are in the process of being added or converted to formal policies.